

~~CONFIDENTIAL~~  
~~Security Information~~

25X1A

NOTICE

NO. [REDACTED]

SERVICES

November 1953

TELEPHONES

ACCOUNTABILITY FOR TELEPHONE DIRECTORIES

25X1A

Reference: CIA Regulation No. [REDACTED]

25X1A

1. CIA Telephone Directories are unregistered secret documents requiring specific accountability to the General Services Office. Therefore, with the issuance of the directory dated October 1953 accountability of all CIA Telephone Directories is required in accordance with paragraph H(7)(b) of CIA Regulation No. [REDACTED] and the provisions of this Notice.

2. CIA Telephone Directories are distributed by the General Services Office, Office of the Deputy Director (Administration), to the offices responsible for making internal distribution in their respective areas. Effective with the next issue which supersedes the October issue, and with each issue thereafter these offices will collect superseded directories and will prepare a single Certificate of Destruction for all directories for which they are accountable.

3. The originals of the Certificates of Destruction will be forwarded to the Chief, General Services within 30 days after the distribution of each new issue of the directory. The Certificates of Destruction for the October directory will be submitted within 30 days after the issue of the next quarterly directory which will be distributed about 15 January 1954.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)

DISTRIBUTION: AB